

# CITY OF CINCINNATI – 2016 INDIVIDUAL DECLARATION OF ESTIMATED INCOME TAX

FOR OFFICIAL USE ONLY

A legally filed declaration must be signed, dated and accompanied by payment. The safest and easiest way to declare is to estimate this year's taxes based on last year's taxable income. **Mail To: Cincinnati Income Tax Division, PO Box 637876, Cincinnati, OH 45263-7876 by APRIL 15, 2016.**

Account # \_\_\_\_\_ Social Security # \_\_\_\_\_ Spouse's Social Security # \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

*Please make corrections as necessary if your account information is preprinted above.*

## TAX DECLARATION

1. Total Estimated Income Subject to Tax..... \_\_\_\_\_
2. Cincinnati Estimated Income Tax Due (Multiply Line 1 by 2.1% [.021])..... \_\_\_\_\_
3. Estimated Taxes Withheld from Wages..... \_\_\_\_\_
4. Estimated Tax Due after Withholding (Line 2 less Line 3)  
**STOP** if this amount is less than \$200.00..... \_\_\_\_\_
5. Quarter One Estimated Tax Due Before Credits (25% of Line 4)..... \_\_\_\_\_
6. Overpayment Credits from Previous Years..... \_\_\_\_\_
7. Net Estimated Tax Due..... \_\_\_\_\_

**The undersigned declares this to be a true, correct and complete Declaration of Estimated Cincinnati Income Tax for the year 2016.**

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
SPOUSE'S SIGNATURE

\_\_\_\_\_  
DATE

## INSTRUCTIONS

- Line 1.** We recommend that you use 100% of your previous year's income to estimate the current year tax liability to ensure that you meet your estimated tax payment obligation. If the preceding tax year was not for a full 12-month period, make estimated payments based your current year's income or an annualized amount of your previous year's earnings.
- Line 2.** Compute your total estimated tax liability for 2016 by multiplying the amount on Line 1 by 2.1%. Enter the total on this line.
- Line 3.** Enter the estimated amount of Cincinnati and other allowable municipal taxes to be withheld from your wages by your employer.
- Line 4.** Enter the total of Line 2 minus Line 3. Payment of this amount less overpayment credits listed on Line 6 will satisfy your annual estimated payment requirement.
- Line 5.** If you elect to make quarterly installment payments, divide Line 4 by 4 to determine your quarterly tax liability.
- Line 6.** Enter the amount of tax you overpaid on last year's tax return that was not refunded to you.
- Line 7.** Enter the total of Line 5 minus Line 6. This is the amount of net estimated tax due by April 15, 2016. Three additional payments are due according to the payment schedule below. Subsequent payments are equal to the total estimated tax on Line 4 divided by 4 less any overpayment still available from prior years. Failure to remit timely payments may result in the assessment of interest and penalties.

## PAYMENT SCHEDULE FOR CALENDAR YEAR FILERS

**APRIL 15, 2016**  
FILE DECLARATION  
WITH 1/4 PAYMENT.

**JUNE 15, 2016**  
MAKE 2<sup>ND</sup> QUARTERLY  
PAYMENT.

**SEPTEMBER 15, 2016**  
MAKE 3<sup>RD</sup> QUARTERLY  
PAYMENT.

**DECEMBER 15, 2016**  
MAKE 4<sup>TH</sup> QUARTERLY  
PAYMENT.

**APRIL 17, 2017**  
FILE RETURN. PAY  
ANY BALANCE DUE.

- By the 15<sup>th</sup> day of the 4<sup>th</sup> month after beginning a new business or taking a new job, everyone whose entire tax liability will not be withheld by an employer must file a Declaration.
- We will not bill you for the remaining quarterly installments. Please retain a copy of this form for future reference.
- If you need additional information, please contact us at (513) 352-2546.
- If the total estimate due after applicable credits for 2016 is less than \$200.00, then no declaration is required to be filed.

FOR OFFICIAL USE ONLY

**D-1 Quarterly Payment of Estimated Net Profit Tax**

CINCINNATI INCOME TAX DIVISION  
P O BOX 634580  
CINCINNATI OH 45263-4580

**2016**

**Account #**

**Quarter Ending: June 30, 2016**

**Due Date: June 15, 2016**

**Amount Due: \$** \_\_\_\_\_

Save a stamp, file online at: [www.cincinnati-oh.gov/citytax](http://www.cincinnati-oh.gov/citytax)

FOR OFFICIAL USE ONLY

**D-1 Quarterly Payment of Estimated Net Profit Tax**

CINCINNATI INCOME TAX DIVISION  
P O BOX 634580  
CINCINNATI OH 45263-4580

**2016**

**Account #**

**Quarter Ending: September 30, 2016**

**Due Date: September 15, 2016**

**Amount Due: \$** \_\_\_\_\_

Save a stamp, file online at: [www.cincinnati-oh.gov/citytax](http://www.cincinnati-oh.gov/citytax)

FOR OFFICIAL USE ONLY

**D-1 Quarterly Payment of Estimated Net Profit Tax**

CINCINNATI INCOME TAX DIVISION  
P O BOX 634580  
CINCINNATI OH 45263-4580

**2016**

**Account #**

**Quarter Ending: December 31, 2016**

**Due Date: December 15, 2016**

**Amount Due: \$** \_\_\_\_\_

Save a stamp, file online at: [www.cincinnati-oh.gov/citytax](http://www.cincinnati-oh.gov/citytax)